

Trainee Name_____ **PR#**_____ **Start Date**_____

CASE TYPES:

Each trainee will be signed off by a senior sergeant after completing each of these types of cases. The reviewer will complete a memorandum documenting an evaluation of the investigation for the case type they observe, which will be attached to this document.

OIS	OPS CASE NUMBER _____	OPS REVIEWER _____
INTERNAL	OPS CASE NUMBER _____	OPS REVIEWER _____
EC1	OPS CASE NUMBER _____	OPS REVIEWER _____
EC2	OPS CASE NUMBER _____	OPS REVIEWER _____
EC3	OPS CASE NUMBER _____	OPS REVIEWER _____
CONTACT	OPS CASE NUMBER _____	OPS REVIEWER _____
CRITICAL INCIDENT	OPS CASE NUMBER _____	OPS REVIEWER _____
USE OF FORCE	OPS CASE NUMBER _____	OPS REVIEWER _____
SIRB	OPS CASE NUMBER _____	OPS REVIEWER _____
Criminal Case	OPS CASE NUMBER _____	OPS REVIEWER _____
ILWP	OPS CASE NUMBER _____	OPS REVIEWER _____
BSU Notification	OPS CASE NUMBER _____	OPS REVIEWER _____
Peer Review	OPS CASE NUMBER _____	OPS REVIEWER _____

PUBLIC MEETINGS:

Each trainee will attend each of these with a senior sergeant.

CPARB	OPS CASE NUMBER _____	OPS REVIEWER _____	Date _____
BASIC CLASS	OPS CASE NUMBER _____	OPS REVIEWER _____	Date _____
SQUAD BRIEFING	OPS CASE NUMBER _____	OPS REVIEWER _____	Date _____
CHIEFS BRIEFING	OPS CASE NUMBER _____	OPS REVIEWER _____	Date _____
IPA BRIEFNG	OPS CASE NUMBER _____	OPS REVIEWER _____	Date _____

City Atty Briefing OPS CASE NUMBER_____ OPS REVIEWER_____ Date_____

Criminal Case Briefing OPS CASE NUMBER_____ OPS REVIEWER_____

READING:

Each trainee will read each of these documents and then have a discussion with a senior sergeant. A copy of each document signed by the trainee will be attached to this document upon completion of discussion with the reviewing sergeant.

CWA Contract OPS REVIEWER_____

TPOA Contract OPS REVIEWER_____

OPS MANUAL OPS REVIEWER_____

TITLE 38 OPS REVIEWER_____

OPS GENRAL ORDERS OPS REVIEWER_____

FORMS:

Each trainee will complete the listed forms as part of an investigation and have the form reviewed by a senior sergeant.

Transcript Request OPS CASE NUMBER_____ OPS REVIEWER_____

Findings OPS CASE NUMBER_____ OPS REVIEWER_____

Medical Disclosure OPS CASE NUMBER_____ OPS REVIEWER_____

Request for HIPPA Info OPS CASE NUMBER_____ OPS REVIEWER_____

OPS Invest Summary OPS CASE NUMBER_____ OPS REVIEWER_____

Jail Medical Release OPS CASE NUMBER_____ OPS REVIEWER_____

EC3 Closure Email OPS CASE NUMBER_____ OPS REVIEWER_____

EC2 Email OPS CASE NUMBER_____ OPS REVIEWER_____

Community Member Complaint OPS CASE NUMBER_____ OPS REVIEWER_____

Integrity Letter OPS CASE NUMBER_____ OPS REVIEWER_____

EC1 Closure Letters OPS CASE NUMBER_____ OPS REVIEWER_____

EC3 Closure Email	OPS CASE NUMBER_____	OPS REVIEWER_____
ILWP Email	OPS CASE NUMBER_____	OPS REVIEWER_____
NOC No Discipline	OPS CASE NUMBER_____	OPS REVIEWER_____
Confidentiality Notice	OPS CASE NUMBER_____	OPS REVIEWER_____
NOI	OPS CASE NUMBER_____	OPS REVIEWER_____
Suspension Checklist	OPS CASE NUMBER_____	OPS REVIEWER_____
Termination Checklist	OPS CASE NUMBER_____	OPS REVIEWER_____
IAPRO Summary	OPS CASE NUMBER_____	OPS REVIEWER_____
Additional	OPS CASE NUMBER_____	OPS REVIEWER_____
Additional	OPS CASE NUMBER_____	OPS REVIEWER_____
Additional	OPS CASE NUMBER_____	OPS REVIEWER_____
Additional	OPS CASE NUMBER_____	OPS REVIEWER_____

COMPUTER SYSTEMS:

Each trainee will work with a senior sergeant to get access to each system and then show they have proficiency in the system for investigations.

IAPRO OPS CASE NUMBER_____ OPS REVIEWER_____

NICE OPS CASE NUMBER_____ OPS REVIEWER_____

NETVIEWER OPS CASE NUMBER_____ OPS REVIEWER_____

TELESTAFF OPS CASE NUMBER_____ OPS REVIEWER_____

OIA_OIC FOLDER OPS CASE NUMBER_____ OPS REVIEWER_____

DIMS OPS CASE NUMBER_____ OPS REVIEWER_____

ILEADS OPS CASE NUMBER_____ OPS REVIEWER_____

DISCIMAGE OPS CASE NUMBER_____ OPS REVIEWER_____

Evidence.com OPS CASE NUMBER_____ OPS REVIEWER_____

SCHEDULING INTERVIEWS:

Each trainee will schedule and complete the interviews listed below with a senior sergeant.

Sworn employee (Focus)	OPS CASE NUMBER _____	OPS REVIEWER _____
Non-Sworn employee (Focus)	OPS CASE NUMBER _____	OPS REVIEWER _____
Sworn employee (Witness)	OPS CASE NUMBER _____	OPS REVIEWER _____
Non-Sworn employee (Witness)	OPS CASE NUMBER _____	OPS REVIEWER _____
Sworn employee (Focus)	OPS CASE NUMBER _____	OPS REVIEWER _____
Non-Sworn employee (Focus)	OPS CASE NUMBER _____	OPS REVIEWER _____
Civilian Witness	OPS CASE NUMBER _____	OPS REVIEWER _____
CWA Member	OPS CASE NUMBER _____	OPS REVIEWER _____
TPOA Member	OPS CASE NUMBER _____	OPS REVIEWER _____
FOP Member	OPS CASE NUMBER _____	OPS REVIEWER _____

COMPLAINT TYPES:

Each trainee will take each of the listed complaints under the supervision of a senior sergeant:

Walk-In complaint	OPS CASE NUMBER _____	OPS REVIEWER _____
Telephonic Complaint	OPS CASE NUMBER _____	OPS REVIEWER _____
Online Complaint	OPS CASE NUMBER _____	OPS REVIEWER _____
Mail-In Complaint	OPS CASE NUMBER _____	OPS REVIEWER _____
Internal Complaint	OPS CASE NUMBER _____	OPS REVIEWER _____
IPA Complaint	OPS CASE NUMBER _____	OPS REVIEWER _____

GRIEVANCES:

Each trainee will handle a case with each of the listed types of follow-up grievances.



Standard Grievance	OPS CASE NUMBER_____	OPS REVIEWER_____
Civil Service	OPS CASE NUMBER_____	OPS REVIEWER_____
City Manager Board	OPS CASE NUMBER_____	OPS REVIEWER_____
AZPOST Hearing	OPS CASE NUMBER_____	OPS REVIEWER_____

NOTES